



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Administrator

AMENDED
February 16, 2012

NOTICE OF VACANCY
#12-24

An opportunity currently exists in the Department of Law and Public Safety, Division of Gaming Enforcement for permanent state service employees who meet the requirements below.

TITLE: Principal Clerk Typist

SALARY: R12 (\$33,695.60 - \$47,094.89)

LOCATION: Division of Gaming Enforcement
Service Industry Licensing Bureau
140 E. Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DESCRIPTION: Under direction of the Deputy Bureau Chief, does clerical work including typing of a complex and/or technical nature requiring knowledge of department laws, regulations, policies, and procedures as well as the frequent exercise of independent judgment, does related work as required. Duties include typing of reports, providing administrative support, processing applications, maintenance of files and prepping files for microfilm.

REQUIREMENTS: Two (2) years of typing experience which shall have included clerical work containing a relatively large proportion of difficult tasks. Experience with personal computers and software applications, specifically WordPerfect preferred.

Note: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to office procedures, word processing and business English.

TO APPLY: Send resume and letter of interest to: Robert Peterman, HR Manager
Division of Gaming Enforcement
P.O. Box 047
Trenton, NJ 08625
(609) 292-9394

RESPONSES MUST BE POSTMARKED NO LATER THAN FRIDAY March 2, 2012

The Department of Law and Public is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

